



SAMPLE MATERIAL

Staff Norms

Hardy Elementary School, Tennessee

Topic: Turning Around Chronically Low-Performing Schools

Practice: Committed Staff

This document outlines norms for staff interactions and communications. Norms were established as part of reorganizing and building a committed staff. Norms include respecting peers and staff time, communication, and collaboration.

Hardy Elementary Staff Norms

- Promptness
- Organization and Preparation
- Respect (Value all opinions)
- Consistent inner-school communication
- Celebrate Successes
- ? and A Time at the end of each topic
- Time Efficient – Begin and End on Time
- Professional Courtesy: *respect speaker, cell phones off (vibrate), attentiveness, limit sidebar conversations*
- Open Communication
- Optimistic and Open-Minded In Meeting
- Confidentiality
- Collaboration, Cooperation, Team Effort